



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
11404 Moorage Way  
La Conner, WA 98257  
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy ?	Y
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	N

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

**JOB TITLE:** Fitness Center Assistant

**DEPARTMENT:** Health

**POSITION SUMMARY:**

To assist in the management of fitness Services with specific management responsibilities for client services, facilities management. There is also a sport coordination component to this role.

**Supervised by:** Fitness Center Manger

**Briefly explain your job:**

Provide Fitness Support • Ensure the gym is a friendly and welcoming place to exercise. • Train and assist clients as required. • Complete and contribute to projects as set by the Manager. • Continual up-skilling of health and fitness knowledge.

Model appropriate professional behavior and team participation for the staff • Cultivate a positive attitude toward work • Raise the quality and productivity of communication with customers, both internal and external. • Assist Manager with the identification of ongoing resource needs for the fitness team.

**Provides direction to:** Participants

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist with administrative duties
- Perform daily operations as directed by the Fitness manager
- Provide assistance with fitness center programs and services
- Help orient new fitness members
- Assist with program marketing, promotions, and data entry
- Because of the Tribes commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such Duties may or may not be related to their regular responsibilities.

**MINIMUM QUALIFICATIONS**

- Graduated from High School or equivalent
- Working knowledge of the Fitness Program
- Familiarity with Fitness Program
- 2-5 Years of experience

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- CPR/First aid certified
- Knowledge of fitness center equipment and rules
- Excellent written and verbal communication skills
- Ability to provide high quality customer service
- Professional and enthusiastic attitude
- Proficient with industry standard; word processing, spreadsheets, and data based programs
- Ability to multi-task, work independently or within a team, and perform detail oriented functions
- Must be a team player
- Culturally appropriate

**WORK ENVIRONMENT AND TIME COMMITMENT**

1. Work schedule is 40 hours per week. This is a full-time position.
2. Tasks are performed mostly indoors in both a clinical setting and an office environment.
3. Considerable time may be spent at a computer work station in the performance of administrative tasks.
4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

**EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of \_\_\_\_\_ is considered to be an exempt "standard hour" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

Personnel Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

General Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Director: \_\_\_\_\_ Date: \_\_\_\_\_

